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LANC. COUNTY CLERK

**INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF LINCOLN AND LANCASTER COUNTY  
THE KENO HUMAN SERVICES PREVENTION FUND**

THIS AGREEMENT is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2005, by and between the City of Lincoln, Nebraska, a municipal corporation, hereinafter referred to as "City," and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, hereafter referred to as "County."

WHEREAS, the Interlocal Cooperation Act, Neb. Rev. Stat. § 13-801, et seq. (Reissue 1997) provides that units of local government of the State of Nebraska and Nebraska state agencies may enter into agreements for joint and cooperative exercise of powers, privileges, or authority capable of being exercised by either agency; and

WHEREAS, on January 26, 1993, pursuant to Neb. Rev. Stat. § 9-625 (Reissue 1997), the City and County entered into an interlocal agreement to establish a joint City-County keno lottery under County Contract No. C-6929; and

WHEREAS, on May 3, 1993, the City Council passed Resolution No. A-75378 wherein the City Council expressed their intent to appropriate keno lottery proceeds for certain community betterment purposes; and

WHEREAS, Resolution No. A-75378 provided that five percent (5%) of such gross proceeds shall be appropriated for such human services as recommended and approved by the Joint Budget Committee, City Council, and Lancaster County Board of Commissioners, but only if said funds are matched by a similar amount of keno proceeds by Lancaster County; and

WHEREAS, since the passage of Resolution No. A-75378, the City and County have contributed 5% of their respective share of proceeds to the Keno Human Services Prevention Fund ("Keno Prevention Fund"); and

WHEREAS, the City and County now wish to establish a policy for the use of the proceeds in the Keno Prevention Fund.

NOW THEREFORE, the parties mutually covenant and agree as follows:

1. Purpose. The purpose of this Interlocal Agreement is to establish a policy for the contribution and use of the proceeds in the Keno Prevention Fund.
2. Contributions. The City and the County agree to contribute 5% of their respective share of keno proceeds to the Keno Prevention Fund. Such proceeds shall be deposited with the City Treasurer.
3. Administration of the Keno Prevention Fund. The City and County agree that the Keno Prevention Fund shall be administered and maintained by the City Treasurer in the

following manner:

- a. The City Treasurer shall establish an endowment fund.
  - b. The City Treasurer shall deposit 40% of the total Keno Prevention Fund monies in the endowment fund.
  - c. The endowment fund shall not be accessed until the fund reaches one million dollars (\$1,000,000), at which time the Keno Human Services Advisory Board will re-evaluate the fund and make recommendations to the Joint Budget Committee for potential procedural changes.
  - d. The remaining 60% of the total Keno Prevention Fund monies shall be utilized by the Joint Budget Committee for the annual allocation of keno awards.
  - e. The City shall provide financial reports detailing the Keno Prevention Fund and endowment fund to the County Board on an annual basis.
4. Keno Human Services Advisory Board. The City and County agree that a Keno Human Services Advisory Board has been established and shall consist of eight (8) persons, including one (1) person from the City Council; one (1) person from the County Board; and six (6) other persons from the community at large, three (3) of which will be appointed by the Mayor and confirmed by the City Council, and three (3) of which will be appointed by the County Board. The members shall serve staggered terms. The Advisory Board shall be staffed by the Human Services Office.
5. Keno Award Allocation Process. The City and County agree that the allocation of keno awards shall be processed in the following manner:
  - a. The Keno Human Services Advisory Board shall meet twice a year.
  - b. The Keno Human Services Advisory Board shall make recommendations to the Joint Budget Committee on the amount of keno funds to be allocated to specific agency programs. In making such recommendations, the Keno Human Services Advisory Board shall rely on the guidelines in Attachment "A," attached hereto and incorporated by this reference.
  - c. The Joint Budget Committee shall forward their recommendations on the allocation of funds to the City Council and the Lancaster County Board of Commissioners.
  - d. In the event that the City Council and County Board disagree on the allocation of funds, those awards shall come back to the Joint Budget Committee for discussion and resolution. The Joint Budget Committee shall then forward their recommendation back to the City Council and County Board.
6. Amendment. This Agreement may be amended only by written amendment approved by the governing bodies of the City and the County.
7. Term. This Agreement shall become effective immediately upon execution by the City and the County and shall remain in full force and effect until such time as it is amended or terminated pursuant to the provision for termination set forth in Paragraph 8.

8. Termination. This Agreement may be terminated by mutual agreement of the City and the County or by one party giving the other party one year written notice that such party intends to terminate this Agreement. Such termination shall thereupon be effective and this Agreement shall be terminated one year after receipt of notice by the other party. In the event that this Agreement is terminated, the funds in the endowment fund will be disbursed to the City and the County in proportion to their respective contributions.

EXECUTED this 20 day of June, 2005, by the City of Lincoln.

THE CITY OF LINCOLN, NEBRASKA  
A Municipal Corporation

By:

Coleen J Seng  
Mayor Coleen Seng

EXECUTED this 14<sup>th</sup> day of June, 2005, by Lancaster County,  
Nebraska.

THE BOARD OF COUNTY  
COMMISSIONERS OF LANCASTER  
COUNTY, NEBRASKA

By:

Deb Schorr  
Deb Schorr, Vice Chair

Approved as to Form this  
15 day of June, 2005.

Kristy Mundt  
Deputy County Attorney  
For GARY E. LACEY  
County Attorney

Approved as to Form this  
5<sup>th</sup> day of July, 2005.

Blake W. Royer  
City Attorney

## Keno Human Services Prevention Fund Guidelines

The PURPOSE of the Prevention Fund is to help fund programs designed for children and families to help prevent crisis situations through early intervention.

Based on this purpose, and the recognition that there are limited dollars and many outstanding programs, the following guidelines are to be distributed with all grant applications. They are intended to assist agencies in recognizing their eligibility for the fund, and the types of requests preferred by the committee.

1. Grantees are limited to private, nonprofit human service 501(c)3 agencies. Public sector agencies and individual Community Learning Centers are not eligible.
2. Proposals must emphasize collaboration between and among agencies for prevention programming. *Preference is given to projects with matching funds, with new partnerships, and with a county-wide focus.* No keno funds will be used to fund a program at 100%.
3. Keno funding can be used only for direct services programming and that program's administration. Your keno request for staff costs should not exceed 50% of the total project staff costs; and your total/keno request cannot exceed 50% of the total project or program cost. Indirect costs are not eligible. (See example below.)

Category	Other Funds	Keno Request*	Total Cost
Personnel (Salary)	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
Contract Services	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00
Rent/Occupancy	\$ 1,000.00		\$ 1,000.00
Telephone			
Insurance			
Printing/Postage	\$ 500.00	\$ 500.00	\$ 1,000.00
Supplies	\$ 250.00		\$ 250.00
Transportation	\$ 250.00	\$ 500.00	\$ 750.00
Equipment**			
Other - Specify			
Total Budget	\$ 8,500.00	\$ 7,500.00	\$ 16,000.00
	53%	47%	100%

4. The Advisory Committee will consider the Community Human Services Needs Assessment as one tool in its evaluation of proposals. (See included sheet.)
5. Program awards will not exceed \$7,500 with the program eligible for funding only once a year. Continuation funding for an additional two years will be awarded only once a year

for 50% and then 25% of the awarded funding. (For example, if you were funded \$7,500 in Round 10, you cannot apply for Year II Continuation Funding until at least Round 12 with the step down in the amount of \$3,750. Year III Continuation Funding can then be applied for in Round 14 in the amount of \$1,875.) **All Continuation Funding is based on AWARDED funds, not the original requested amount.** The committee also reserves the right to award less than the requested amount at any level of the step down process.

6. The Keno Prevention Fund is not intended to fund capitol expenditures or go towards building campaigns.
7. Requests for proposals will be announced with an approximately 30 day notice, as fund balances allow.

Keno dollars are intended to fund a wide array of prevention services. Sixty-percent of the funds placed into the prevention fund are distributed, while 40% are held in reserve each year. Prevention Fund Advisory Board members include a City and County Joint Budget Committee representative, and five at-large community members. Public announcements of position vacancies are made as terms expire and they become available.

Approved June 1995 - Revised January 1998 & 2004

**City-County**  
**Keno Human Services Prevention Fund**  
**Request Form**

The purpose of the Prevention Fund is to help fund programs designed for children and families to help prevent crisis situations through early intervention.

Agency Name and Address

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of 501(c)3 Approval \_\_\_\_\_

Title of Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Total Project Cost: \$\_\_\_\_\_ Request from Prevention Fund: \$\_\_\_\_\_

Total Agency Budget for Fiscal Year: \$\_\_\_\_\_

This project is...

- \_\_\_\_\_ First Time Funding
- \_\_\_\_\_ Second Time Continuation Funding
- \_\_\_\_\_ Third Time Final Funding

\_\_\_\_\_  
Signature Responsible Party

\_\_\_\_\_  
Date

**The following questions can be formatted on your computer. PLEASE try to limit your responses to THREE pages excluding attachments A and B.**

1. Very concisely describe the program or activity, and expected time frame for the project.
2. What are the goals/objectives of this prevention project? How does this match those of the agency?
3. Who is your target population and why? Define "the risk" you are attempting to address. How does this project address needs in the ethnic minority community?
4. How many people will be served by this project? Is there another agency or organization addressing this need? Is this a collaborative project and, if so, with whom?
5. How does this project relate to, or impact the priorities identified in the Community Human Service Needs Assessment?
6. What is your criteria for success and how do you purpose to measure it?
7. How do you plan to continue this project after this grant?

**Attachment A:**

Attach a current budget for this project. Indicate expenses anticipated, and committed revenues.

**Attachment B:**

Please attach a list of your current Board of Directors.

**PLEASE SUBMIT 10 STAPLED COPIES of this proposal  
ALONG WITH THE ORIGINAL to  
Cathy Behrns, Grants Manager  
555 South 9<sup>th</sup> Street  
Lincoln, NE 68508**

**No additional information will be accepted.**

Agency: \_\_\_\_\_

## Keno Human Services Prevention Fund Budget Form

Total Cost of Project: \$ \_\_\_\_\_ Request from Keno Fund \$ \_\_\_\_\_

Cost per Client (Divide total cost by number of clients served): \$ \_\_\_\_\_

Other Funding Sources: (Indicate committed or pending)

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### Project Budget Detail

Category	Other Funds	Keno Request*	Total Cost
Personnel (Salary)***			
Contractual Services			
Rent/Occupancy			
Telephone			
Insurance			
Printing/Postage			
Supplies			
Transportation			
Equipment**			
Other - Specify _____			
Total Budget			

\*Note: These dollars are not to exceed 50% of the total project or program cost.

\*\*Any item over \$500.

\*\*\*Requests for staff costs cannot exceed 50% of the *total* staff cost.

Kenoapplication